

J. V. FLETCHER LIBRARY BOARD OF TRUSTEES MINUTES

MEETING DATE: May 2, 2005

PRESENT:

ABSENT:

- ✓ Kelly, Sandra Chair
- ✓ Price, Robert, Treasurer
- ☐ Wrobel, Jack, Secretary
- ✓ Daniel, David
- ✓ Adams, Elizabeth
- ✓ Fleckner, Marianne
- ✓ Rainville, Ellen Director
- ✓ Nolen, India Asst. Director

- ☐ Kelly, Sandra Chair
- ☐ Price, Robert, Treasurer
- ✓ Wrobel, Jack, Secretary
- ☐ Daniel, David
- ☐ Adams, Elizabeth
- ☐ Fleckner, Marianne
- ☐ Rainville, Ellen Director
- ☐ Nolen, India Asst. Director

I. CALL TO ORDER: 7:35PM

II. SIGNING OF WARRANTS: NONE

<i>Trust Fund</i>	<i>Expenditures</i>	<i>Deposits</i>
Library Trustee Acct., #672		
All Purpose Trust Fund, #673		
Library Book Fund, #674		
Lecture Trust Fund, #675		
J. V. Fletcher Library Trust Acct., #676		
E.D.R. Cont. Educ. Trust Fund, #677		

III. MINUTES: _____(Date) NONE

- A. Approved: ____
- B. Amended: ____
- C. Disapproved: ____

IV. APPROVAL OF TREASURER'S QUARTERLY REPORT: NONE

V. REPORT OF THE DIRECTOR:

- Ellen reported receiving a taped package in book drop. Police were notified and the state bomb squad came to check. Turned out it was CDs which an over zealous patron had taped for drop off in book drop. Despite this, it proved to be a useful exercise in event something does occur in the future.
- Computer shipment arrived (5/2)
- Ellen expects that the circulation stats (currently down 1.25% from last year) will level off in coming reports.

- Second reading of “policy on study room” was unanimously passed (with slight format change) (Dave/Sandy)

VI. REPORT OF COMMITTEES: NONE

VII. COMMUNICATIONS:

Board was presented with the CORI application form.

VIII. UNFINISHED BUSINESS:

- The wiring project by Nashoba Valley Tech is almost complete. Lines are currently being tested. One further line will have to be cleared by town Historical Commission.
- The plan for a bookmobile garage is being abandoned. Ellen recommended that we may want to return the 10K to the town.
- Façade restoration is going forward slowly.
- Ellen will send information to John Whitman for him to develop a target survey to provide data for the visioning committee.

IX. NEW BUSINESS:

Board gave unanimous support (Liz/Bob) to intention to renew, renegotiate Director and Asst. Director contracts (with minor wording revisions).

June 6th is the target date for dedication of the Veronica Whitehouse Silent Study Space.

Board reviewed the draft rotation for weekend schedules (should override pass). We also voted unanimously that library be closed on July 2 and Sept 3 (Bob/Marianne)

Board gave consideration to Director’s Performance Review Timeline and Evaluation Instrument. Ellen will provide some backup info on timelines and various of the performance questions. We will meet on June 13th to discuss the evaluations.

X. ANNOUNCEMENTS:

Bob announced that Nancy Russo is retiring as president of the Friends. Trustees agreed to send her a letter of appreciation in recognition of her service.

XI. ADJOURNMENT:

9:15PM

Secretary pro Tem,
Dave Daniels